

RACE PROMOTERS CHECKLIST

Pre-Race

1. Has permit application been completed online or sent to Local Association for approval? Y____N____
2. Has the event checklist been completed and submitted? Y____ N____
3. If you plan to use the USCF mailing label rental, has it been rented? Y____N____
4. Have you filled out the form for the additional insured ? Y____N____
5. Have you completed and included the Event Medical Plan & Checklist? Y____N____
6. Have you included a draft copy of your race Ad (flyer) with your application? Y____N____
7. Promoters are urged to read rule 1E in the rule book regarding the race flyer. Does yours contain all the required elements? Y____N____
8. Have race numbers and safety pins been secured or arranged for? Y____N____
9. Have all necessary letters been sent to Sheriffs Departments, Okla. Hwy. Patrol, Fire Departments, Corp of Engineers, Ambulance services or others? Y____N____
10. Have all necessary use permits been obtained? Y____N____
11. Have the officials been secured for the event? Y____N____
12. Have you ordered your Medals or Trophies? Y____N____
13. If you plan to use a sound system, have arrangements been made? Y____N____
14. If you plan to use a finish line camera, have arrangements been made? Y____N____

Three weeks before event

1. Do you need Porta-Johns on site? Have you ordered them? Y____N____
2. Have you mailed out race flyers? Y____N____
3. Have all insurance certificates been mailed to those third party insured? Y____N____

One to two weeks before event

1. Drive the course and determine that course is OK and safe so as to advise officials if changes are necessary.
2. Have you determined the number of corner marshals needed and organized them? Y____N____
3. Have you determined where race registration will take place? Y____N____
4. Have you organized and instructed two to three volunteers to do registration? Y____N____
5. Have you organized all wheel vehicles as needed? Are they insured? Y____N____

6. Have you created or secured your THREE PART registration sheets for each category? Y____N____
7. Have you received your race numbers? Y____N____
8. Have you organized your race numbers and clipboards for different events? Y____N____
9. Have you logged any pre-registered racers on the sign in sheets and reserved numbers for them? Y____N____
10. Have you picked up your Medals or Trophies? Y____N____

One or two days before event

1. Make sure the following supplies are available and ready to take to event:
 - a. Safety pins
 - b. Ball point pens
 - c. Clipboards
 - d. Water Jugs
 - e. Safety cones
 - f. Brooms
 - g. Paper weights
 - h. Registration table
 - i. Chairs
 - j. Trash bags
 - k. Plastic tarp in case of rain
 - l. Duct tape
 - m. Scotch tape
 - n. Tent
 - o. Plenty of the release forms
 - p. One day license forms
 - q. Annual license forms
 - r. Packet you received from USA Cycling which should include items o, p & q
 - s. Cash box
 - t. Blank checks to pay officials
 - u. Petty cash for cash box
2. Have you obtained refreshments for volunteers? Y____N____

Have you organized your prize money into envelopes and made copies of the prize lists? A copy of the prize list must be posted at registration. Y____N____
3. Have you made window signs for the wheel vehicles? Y____N____
4. Have you confirmed your volunteers' commitments? Y____N____
5. Have you made sure the porta-johns have been delivered? Y____N____
6. Have you picked up all donated race merchandise for awards ceremony? Y____N____
7. Determine how you are going to give away donated merchandise. By race number drawing? Y____N____
8. Make arrangements for lunch if necessary? Y____N____
9. Finish camera arrangements in place? Y____N____

Race Day

1. Leave for race EARLY!!!!
2. Fill water jugs
3. Set up signs on your way to race venue.
4. Drive course and note any new hazards. Notify officials of any problems.
5. Set up registration table, release forms, safety pins, pens, and registration forms. Tape a copy of the prize list to the registration table. Make sure registration people know how much to charge for each event. Don't forget to include late fees and unattached fees if applicable.
6. Set up water jugs.
7. Set up feed zone and/or wheel pit.
8. Have all corner marshals sign the "Acknowledgement and release liability form".
9. Have the follow vehicle drivers been noted on the "Non/hired Auto Application Supplement Form"?
10. Meet and review guidelines with the corner marshals.
11. Meet and review guidelines with follow vehicle drivers.
12. Notify all volunteers where refreshments are located.
13. After registration is closed, put up registration supplies, take copies of all licenses (1 day & annual) sold to the CR and then assist officials at the start/finish line.
14. During the race, drive the course and check on corner marshals. Make sure you have refreshments for them and lunch if needed.
15. If there is a wreck with an injury at the event the promoter is responsible for completing the "Report of Occurrence" form and giving it to the Chief Referee, along with the injured riders release form.

After the race is over:

1. Obtain official results from Chief Referee.
2. Perform awards ceremony. Award Citizens first, Cat.1-2-3 last.
3. Do drawing for donated merchandise.
4. Pay Race officials.
5. Ask for Clean up volunteers.
6. Reclaim all unused race supplies.
7. Pick up all cones, water jugs, banners and signs.
8. Fax results to the Tulsa World sports desk.
9. Collect all paper work generated by registration and officials along with cash box and return to Race director and/or Club treasurer.
10. Chief Referee will submit your post-event report, results, and fees to USA Cycling within 7 days following event. Follow up and confirm that this is done !
11. Pat yourself on the back for a job well done!

RACE PROMOTER _____

DATE _____